

Category I

These are employees whose personal history and work performance clearly suggest a high degree of potential for rapid career growth into positions of increasingly greater responsibility. Employees in this category are judged to possess experience, knowledge, and talents which are presently clearly exceptional in comparison with their peers. Career actions should reflect this evaluation through enhancing employee's talents and exploiting their potential.

Category II

These are employees whose personal history and work performance indicate the capability to assume greater responsibilities. Employees in this category are evaluated as presently displaying talent as well as potential for advancement. Career actions should enhance employee's skills and further develop their potential.

Category III

These are employees whose personal history and work performance tend to show they presently are close to realizing or have realized their potential. Some employees in this category may be capable of performing successfully at a higher level of responsibility and some may not. Many employees in this category are providing valuable services in their present assignment, and lateral assignments may not contribute much toward enhancing their talents or their value to the career service. In these cases career actions should provide for their continued work satisfaction. Actions for others in this category should provide the opportunity for revealing possible further potential.

Category IV

These are employees whose overall work performance reflects a specific deficiency in, or inability to meet, important aspects of work requirements which unduly limits their value in their assignment or current career area. Employees in this category may have potential for growth, but their deficiencies are such as to interfere with or preclude improved performance in the current assignment or further development in the career area. These employees will be advised of their deficiencies and placement in this category. Counseling or remedial training is to be provided. Career actions will be taken to establish whether the talents of some of these employees can be utilized or potential realized in another career function or service within the Agency. The deficiencies in work performance or behavior of some employees in this category may require their reassignment, demotion or separation.